



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FACILITY ATTENDANT	21	H	9.637

DEFINITION OF THE CLASS:

Under general supervision, makes rounds inside and outside of buildings watching for prowlers, fires or other dangers to public property, screening visitors and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Makes rounds of assigned buildings and grounds checking doors, windows and alarm systems to make sure they are secured. Checks buildings for water leaks, clogged drains, system malfunctions, takes appropriate action according to security regulations, and turns lights off and on. Checks for signs of fire, vandalism or prowlers and reports unusual occurrences to supervisor. Keep logs of all nightly activities.

Checks all visitors in and out; and on a university campus, monitors behavior of students and guests, writes up incident reports and notifies campus police, if appropriate, according to security rules and regulations.

May pick up trash or debris that could present a safety hazard.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of security rules and regulations. Knowledge of emergency procedures. Thorough knowledge of assigned buildings and grounds.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to read and write. Ability to effectively interact with building residents and patrons. Ability to act quickly in emergency situations. Ability to operate standard fire extinguishing equipment.

EDUCATION AND/OR WORK EXPERIENCE:

Courses at the high school level and/or work experience which provided the applicant with the ability to read and write and follow oral and written instructions.

Conditions of Employment: 1) Working hours may include night shifts, extended shifts and may occur during weekends and holidays. 2) This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED: 9.637
1/1/61
REVISED: 10/25/85-3
REVISED: 7/1/91P
11/29/90PC